







## Table of Contents

|   |          |
|---|----------|
| <b>Overview.....</b>  | <b>1</b> |
| <b>Getting Help.....</b>  | <b>1</b> |
| <b>Registration.....</b>  | <b>1</b> |
| <b>How EVPS is Organized .....</b>  | <b>3</b> |
| Accessing EVPS.....   | 3        |
| Logging in to EVPS for the First Time .....   | 3        |
| Log in EVPS .....   | 3        |
| Dashboard.....  | 4        |
| Navigation Bar.....   | 4        |
| Home  .....              | 5        |
| Start New Voucher  ..... | 5        |
| Search  .....            | 5        |
| Help  .....             | 5        |
| Settings  .....        | 6        |
| Logout  .....          | 6        |
| Notification of EVPS Updates.....   | 6        |
| Message Alerts.....   | 7        |
| <b>How to Start a Voucher .....</b>   | <b>7</b> |
| <b>Voucher Details .....</b>  | <b>9</b> |
| Banner Bar .....  | 9        |
| Voucher Header .....  | 9        |
| Case Information.....   | 10       |
| Case Number.....  | 11       |
| Defendant's Name .....  | 12       |
| Original Code Section.....  | 12       |
| Allowances Code Section .....   | 12       |
| Revocation .....  | 12       |
| Trial/Service Date.....   | 12       |
| Case Type .....   | 13       |
| Locality .....  | 13       |

|  |           |
|--|-----------|
| For District Court Felony, Was Case Certified? ..... | 13        |
| Offense Type .....                                   | 13        |
| Attorney Type .....                                  | 13        |
| Type of Representation.....                          | 13        |
| Appeal from Juvenile Court .....                     | 13        |
| Disposition .....                                    | 14        |
| Disposition Notes .....                              | 14        |
| Case Judge.....                                      | 14        |
| Substitute Counsel .....                             | 14        |
| Sealed Case .....                                    | 15        |
| Juvenile Tried as an Adult .....                     | 15        |
| Other Remarks .....                                  | 15        |
| Detention Hearing.....                               | 15        |
| Time Spent for This Charge.....                      | 15        |
| Time Sheet Details .....                             | 16        |
| Attachments.....                                     | 17        |
| Expenses for this Charge.....                        | 19        |
| Miles Traveled .....                                 | 19        |
| Other Expenses .....                                 | 19        |
| Waiver .....   | 20        |
| Summary for this Charge .....                        | 21        |
| Apply Timesheet Amount .....                         | 22        |
| Apply only Waiver Amount.....                        | 22        |
| Delete Voucher .....                                 | 22        |
| Save As Draft .....                                  | 23        |
| Send Voucher to Court.....                           | 23        |
| Add a Case Number .....                              | 24        |
| Status .....   | 25        |
| <b>Recall Voucher .....</b>                          | <b>26</b> |
| <b>Print Voucher .....</b>                           | <b>27</b> |
| <b>Forgot User Name .....</b>                        | <b>28</b> |
| <b>Forgot Password.....</b>                          | <b>28</b> |
| <b>Account Locked/Reset Account.....</b>             | <b>29</b> |
| <b>Frequently Asked Questions (FAQ's) .....</b>      | <b>33</b> |

## Overview

The ELECTRONIC VOUCHER PAYMENT SYSTEM (EVPS) has been created to allow court-appointed counsel, including guardians ad litem (GAL), to electronically file a DC-40, LIST OF ALLOWANCES.

The ELECTRONIC VOUCHER PAYMENT SYSTEM- ATTORNEY USER GUIDE is designed for use by court-appointed counsel within the Commonwealth of Virginia. This guide is organized to give an overview of the system, with detailed instructions on how to complete functions using EVPS. It is intended to serve both as a training guide for those who are learning to use the computerized system and as a resource guide for those who have completed training and need follow-up instruction or assistance with problem solving.

EVPS is available 23/7, it is down for maintenance from 4:00 AM to 5:00 AM daily. While the system is available as noted, vouchers may only be submitted to the Court, Monday through Friday, 6:00 AM to 8:00 PM, and occasionally on Saturday.

EVPS is supported by most internet browsers, such as Google Chrome (Best), Microsoft Edge, Bing, and Firefox; however, Internet Explorer is not supported.

## Getting Help

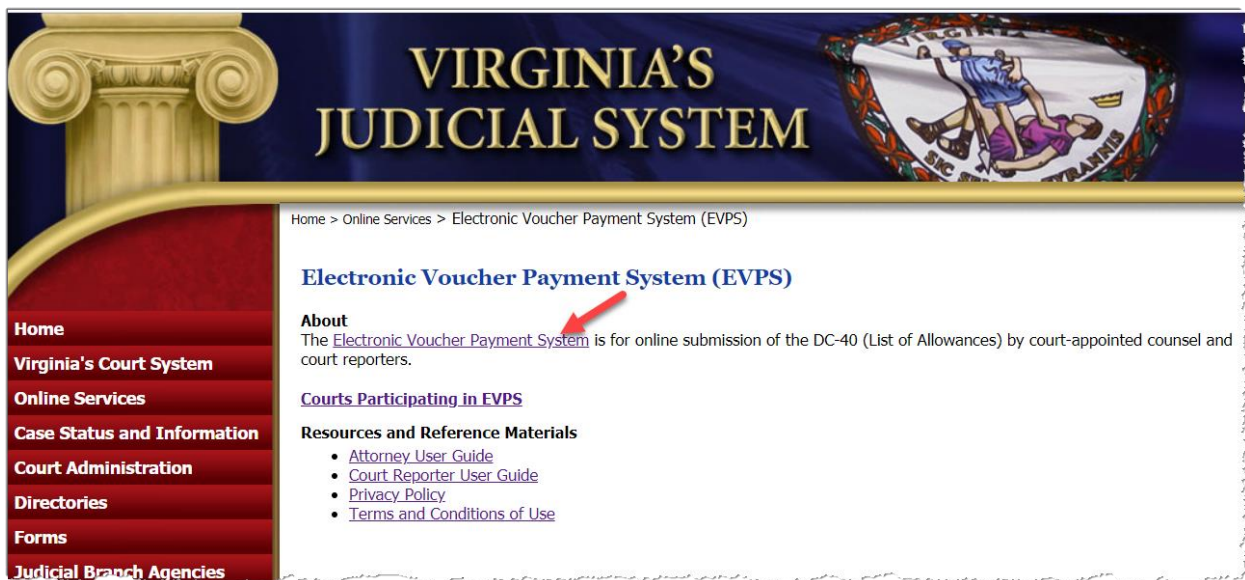
If the user does not get a satisfactory answer to their question or problem by reviewing this guide, which is also accessible through the *Help* icon located in the EVPS navigation bar, they should contact EVPS Support at [evpssupport@vacourts.gov](mailto:evpssupport@vacourts.gov).

## Registration

The Electronic Voucher Payment System can be found on the VA Courts website ([vacourts.gov](http://vacourts.gov)) under the *For Legal Community* tab.



On this page the user may click on the [Electronic Voucher Payment System](#) link and will then be taken to the registration/login page. Additionally, the user has access to the Attorney User Guide, as well as the Privacy Policy and Terms and Conditions of Use.



In order to create a new account within EVPS, the user must already be an active OES vendor receiving payments for DC-40 vouchers. If the user is not an OES vendor, then they must contact the OES Accounts Payable Department at 804-225-3346 to complete the documentation needed to become an OES vendor.

To register/create a new account, the user will need to enter the Vendor F.I.N. or SSN, VSB Member Number and select the *Sign Up* button.

**Electronic Voucher Payment System**

**Registered Customers/ New Registration**  
Sign in here if you have previously created an account. For existing OES vendors - create a new account.

**Login**  
User Name  
Enter your User Name  
Password  
Enter your Password  
[Forgot user name?](#) [Forgot password?](#)  
[Login](#)

**Create a new account**  
Vendor F.I.N. or SSN  
Enter a valid Vendor F.I.N. or SSN  
VSB Member Number/ OES Identification Number  
Enter a valid VSB Member Number/ OES Identification Number  
[Sign Up](#) [Reset Account](#)

**Start claims submission as a guest**  
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

**Have verification code from your email?**  
Enter the verification code that you may have received in your email to start with claims submission.

**Track Claim status or continue with submission**  
Enter the Vendor Voucher Number to track claim status or continue with submission process.

The user will need to continue through the prompts to complete the registration process.

## How EVPS is Organized

### Accessing EVPS

#### Logging in to EVPS for the First Time

Once logged in, the user's personal information will populate based on the information from the Virginia State Bar. This information may be edited for voucher purposes at any time, as necessary.

The user will then be directed to complete the Voucher Preferences section. This information may be edited for voucher purposes at any time, as necessary.

**Note:** The user has the option to add more vendors, by clicking the *Add New Voucher Preference +* or delete vendors as needed.

#### Log in EVPS

Registered users will sign in using their User Name (not case sensitive) and Password provided upon completion of the registration portion of the system.

If you are a registered user and do not remember your user name or password, please use the [Forgot user name?](#) or [Forgot password?](#) to have your user name or password emailed to you. For more details, please see the “Forgot User Name?” and “Forgot Password?” sections within this guide.

## Dashboard

The dashboard includes all of the user’s current vouchers with their reflected status. The user may click on any voucher number, and the voucher details will appear for editing or review.



| Voucher Number   | Submitted Date           | Last Updated Date        | Requested Amount | Approved Amount | Status      |
|--|--------------------------|--------------------------|------------------|-----------------|-------------|
| 161J - WHOVILLE J & DR DISTRICT COURT >                        |                          |                          |                  |                 |             |
| 177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT > |                          |                          |                  |                 |             |
| 185C - TAZEWEEL COUNTY CIRCUIT COURT >                         |                          |                          |                  |                 |             |
| 185G - TAZEWEEL ON ESATEST >                                   |                          |                          |                  |                 |             |
| 200G - TEST COURT GEN DIS v                                    |                          |                          |                  |                 |             |
| 20-254694  |                          | Dec 2, 2020, 11:28:05 AM | \$0.00           |                 | Draft       |
| 20-254670  | Dec 2, 2020, 11:25:50 AM | Dec 2, 2020, 12:05:11 PM | \$240.00         | \$240.00        | Sent to OES |
| HANCOCK JJ0620140100   |                          |                          |                  |                 |             |
| 710C - NORFOLK CIRCUIT COURT >                                 |                          |                          |                  |                 |             |

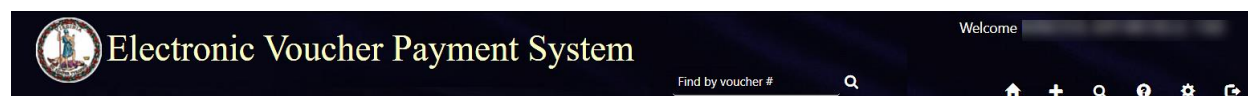
Home | Virginia's Court System | Privacy Policy | Video Tutorials | Procedures and Guidelines Manual | Frequently Asked Questions | Contact Us  
Copyright © Office of the Executive Secretary, Supreme Court of Virginia, 2021. All Rights Reserved. Build Number: 3.0.0.12

Vouchers will automatically be removed from the dashboard 30 days after their status has changed to *Processed by OES*. Vouchers are never deleted in EVPS, the user will be able to use the search feature to search for any and all vouchers submitted through EVPS. For more details, see the *Search* section within this guide.

**Note:** The user may delete, recall or print the voucher from the dashboard. For more details, see the *Delete Voucher*, *Recall Voucher* and *Print Voucher* sections within this guide.

## Navigation Bar

The navigation bar is found on the right side of the home screen.



**Home**

The *Home* icon will take the user to the home screen at any time. When selecting this icon, the home screen will also be refreshed.

**Start New Voucher**

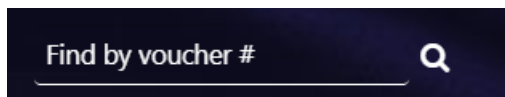
The plus icon will allow the user to start a new voucher. Additionally, the user may select the plus icon in the lower right corner. 

**Search**

The *Search* icon will allow the user to search for cases based on any of the following criteria:

- Court Type/Court Name
- Voucher Number
- Case number
- Name (Defendant/Juvenile)
- Judge
- Voucher Status
- Trial/Service Date
- Submitted Date from/to
- Mediator ID

Additionally, the user may search by voucher number on the home screen.

**Help**

The *Help* icon will provide direct access to the ELECTRONIC VOUCHER PAYMENT SYSTEM- ATTORNEY USER GUIDE. The user may also access the *Frequently Asked Questions*, *Privacy Policy*, and *Terms and Conditions of Use*. If the user requires additional assistance, they should contact EVPS Support at [evpssupport@vacourts.gov](mailto:evpssupport@vacourts.gov).

## Settings



The *Settings* icon will allow the user to view or update any of the account information to include:

- Personal Information – The user’s personal information is populated based on the information from the Virginia State Bar. This information may be edited for voucher purposes at any time necessary.
- Change password – The user may change their password at any time.
- Modify Security Questions – The user may modify their security questions at any time.
- Voucher Preferences – The user may update, delete and/or add new vendors at any time. For instance, if the user changed firms, the user will need to add the new firm and delete the old firm in this section.

**Note:** For those companies with multiple addresses, an optional, *Suffix Number* field may be completed under the *Voucher Preferences* section. Any questions regarding a suffix number, contact the OES Accounts Payable Department at 804-225-3346.

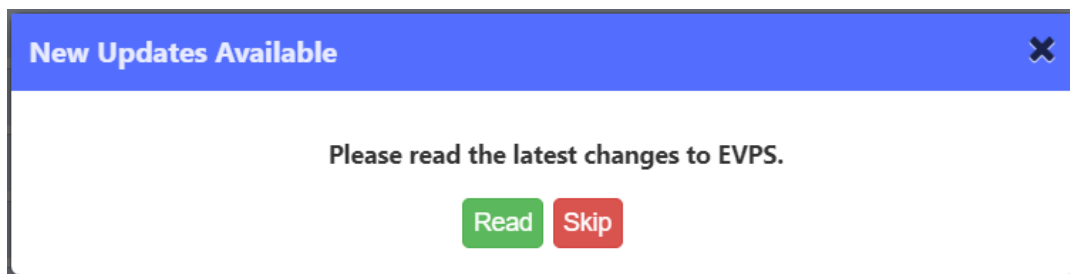
## Logout



The *Logout* icon will allow the user to securely log off EVPS.

## Notification of EVPS Updates

When updates have been made to EVPS, the user will be notified upon login. The below pop-up will appear.



The user may select *Read*, and a listing of the new updates will be displayed.

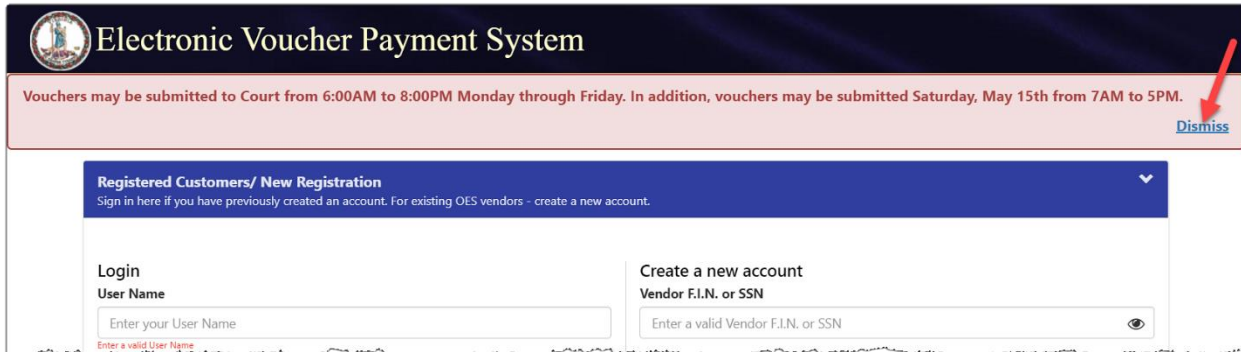
**Note:** The pop-up will display for three logins unless the user selects *Read*.



## Message Alerts

EVPS Admin may add a message on the EVPS login page for all users to view. This message will display any upcoming system maintenance dates or dates that the system will/will not be available. For instance, until EVPS is available 24/7, EVPS Admin will notify users of any Saturdays in which EVPS is available.

The user will have the option to *Dismiss* the message.



The screenshot shows the top of the EVPS login page. A dark blue header contains the system name and a logo. Below it, a light pink banner displays a message about voucher submission times. A red arrow points to a blue 'Dismiss' link in the bottom right corner of the banner. Below the banner is a blue bar for 'Registered Customers/ New Registration'. The main content area has two sections: 'Login' with a 'User Name' field and 'Create a new account' with a 'Vendor F.I.N. or SSN' field. Both fields have placeholder text and a red arrow points to the 'Dismiss' link in the banner above.

## How to Start a Voucher


To start a voucher, the user may either select the plus icon in the upper right corner or the plus icon in the lower right corner.



The screenshot shows the EVPS dashboard. At the top is a dark blue header with the system name, a search bar, and a 'Welcome' message. A red arrow points to a plus icon in the top right corner of the header. Below the header is a table with columns: Voucher Number, Submitted Date, Last Updated Date, Requested Amount, Approved Amount, and Status. The table lists six vouchers. At the bottom is a yellow footer with navigation links and a copyright notice. A red arrow points to a plus icon in the bottom right corner of the footer.

| Voucher Number   | Submitted Date | Last Updated Date | Requested Amount | Approved Amount | Status |
|--|----------------|-------------------|------------------|-----------------|--------|
| 161J - WHOVILLE J & DR DISTRICT COURT >                        |                |                   |                  |                 |        |
| 177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT > |                |                   |                  |                 |        |
| 185C - TAZEWEILL COUNTY CIRCUIT COURT >                        |                |                   |                  |                 |        |
| 185G - TAZEWEILL ON ESATEST >                                  |                |                   |                  |                 |        |
| 200G - TEST COURT GEN DIS >                                    |                |                   |                  |                 |        |
| 710C - NORFOLK CIRCUIT COURT >                                 |                |                   |                  |                 |        |

The user will need to review and complete the *Vendor Information*, *Pay To The Order Of*, and *Court Information* sections.



## Electronic Voucher Payment System

**VENDOR INFORMATION**

Ends with 4776-h8 - Kati Hancock LLC

**Vendor F.I.N. or SSN**  
Ends with 4776-h8(VND0000079021)

**Vendor Voucher Number**  
21-255478

**VSF Member Number \***  
23003

[Vendor Reference \(Optional\)](#)

**PAY TO THE ORDER OF**

**Payee Name**  
Kati Hancock LLC

**Vendor Name \***  
HANCOCK, KATI MICHELLE: 1360

**Address Line 1**  
1245 Help Lane

**Address Line 2**

**City**  
Richmond

**State**  
Va

**Zip Code**  
23219

**COURT INFORMATION**

**Court Type**  
Select a Court Type

[Select a Court Type](#)

[Court Name](#)

[Select Court](#)

**Continue**

- *Vendor Information* includes the Vendor F.I.N. or SSN, VSB Member Number, Vendor Voucher Number, and Vendor Reference.

The *Vendor Reference* is an optional field. This information will be printed on the check stub. Do not use any characters other than numbers or letters in this field.

**Note:** If the user has more than one Vendor added on their account, make sure the correct Vendor is selected from the drop-down.

- *Pay To The Order Of*, should display how the check should be written and requires an entry, including address.
- *Court Information* includes *Court Type* which requires the user to select the level of court, for example Circuit, Combined or General District, or J&DR; *COURT NAME* which requires the user to select the name of the locality that the case was heard.

**Note:** A J&DR Court that is a Combined Court will be listed under *Combined or General District Court*, not *J&DR Court*.

The user will then be directed to the CHART OF ALLOWANCES and required to select the appropriate allowances code. The user will have the option to edit this selection, if needed before submission.

**Note:** Recently used allowance code sections will be listed at the top for future entries.

## Voucher Details

Every voucher will have the navigation bar, banner bar, and voucher header. Additionally, every voucher is divided into five main sections, *Case Information*, *Time Spent for this Charge*, *Attachments*, *Expenses for this Charge*, and *Waiver*.

### Banner Bar



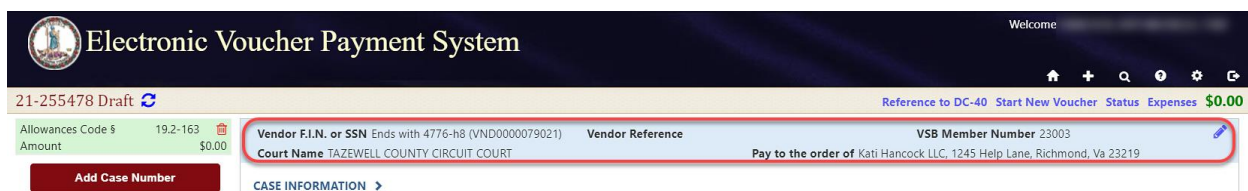
Displayed on the left side of the banner bar:

- Vendor Voucher Number
- Status of the current voucher
- Refresh icon

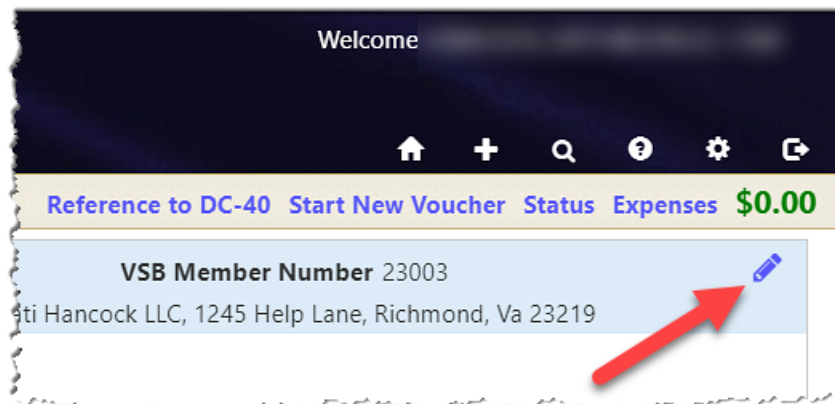
Displayed on the right side on the banner bar:

- *Reference to DC-40*, when selected a blank, readable DC-40 will appear. This DC-40 is for reference and viewing purposes only.
- *Start New Voucher*, when selected will allow the user to start a new voucher. The current voucher will not automatically be saved.
- *Status*, when selected will display a detailed summary of the status thus far.
- *Expenses* when selected will display the expenses for ALL charges on the voucher.
- At the end of the banner bar, the total amount for the voucher (not individual case) will be displayed.

### Voucher Header



The voucher header lists the *Vendor F.I.N. or SSN*, *Vendor Reference* (if applicable), *VSB Member Number*, *Court Name*, and *Pay to the order of*. If needed, the user may edit these fields by selecting the edit icon.



## Case Information

 A screenshot of the EVPS web application interface. The top header is dark blue with the "Electronic Voucher Payment System" logo and "Welcome" text. Below is a yellow navigation bar with links: "Reference to DC-40", "Start New Voucher", "Status", "Expenses", and "\$0.00". The main content area is white and contains a form for "Case Information". On the left, there is a sidebar with "21-255208 Draft" and a red "Add Case Number" button. The form fields include: "Vendor F.I.N. or SSN" (with a note "Ends with 4776-h8 (VND0000079021)"), "Vendor Reference", "VSB Member Number 23003" (with an edit icon), "Court Name" (WHOVILLE J & DR DISTRICT COURT), "Pay to the order of" (Kati Hancock, 1245 Help Lane, Richmond, Va 23219), "CASE INFORMATION" (with a dropdown arrow and a red arrow pointing to it), "Case Number" (with a retrieve icon), "Defendant's Name", "Original Code" (with a red asterisk), "Allowances Code" (19.2-163, with an edit icon), "Revocation", "Trial/ Service Date" (with a calendar icon), "Case Type", "Locality", "Offense Type", "Attorney Type" (with a red asterisk), "Type of Representation", "Disposition", "Disposition Notes", "Case Judge" (with a red asterisk and a "Select a Judge" link), "Substitute Counsel" (with a red asterisk), "Sealed Case", "Juvenile Tried as an Adult", and "Other Remarks". There are also blue underlined links: "For District Court Felony, Was Case Certified?", "Appeal from Juvenile Court", and "Select a Judge". A red question mark icon is in the top right corner of the form area.

The case information section will include all case related information. There are some helpful links the user may select, such as the red question mark in the corner of this section and the blue, underlined fields.

Additionally, some fields will be required by displaying a red asterisk.

Reference to DC-40 Start New Voucher Status Expenses \$0.00

VS Member Number 23003

er of Kati Hancock, 1245 Help Lane, Richmond, Va 23219

Case Number \*

Allowances Code 5 19.2-163 Edit

Revocation

For District Court Felony, Was Case Certified?

Appeal from Juvenile Court

entation

### Case Number

The user will want to start with entering the case number, and then selecting the retrieve icon. By selecting the retrieve icon, the case will be verified, and data will be populated from the Court's Case Management System to the appropriate fields.

**CASE INFORMATION** ▾

Please enter the case number, then select the retrieve icon →

**Case Number \***

Once data has been retrieved from the Court's Case Management System, the user will need to complete the other fields as they relate to the user's individual voucher submission.

If the user has previously, electronically submitted on the case number, a duplicate submission pop-up message will appear.

This appears to be a duplicate submission. Do you want to proceed?

OK Cancel

If *OK* is selected, date will be retrieved/populated from the Court's Case Management System. If *Cancel* is selected, data will NOT be retrieved/populated from the Court's Case Management System.

**Note:** It is recommended to always select the retrieve icon after entering the case number.

### Defendant's Name

The defendant's name may populate for the user depending on the type of case. For instance, the defendant's name will populate for General District Court cases, and Circuit Court criminal cases; however, Juvenile and Domestic Relations Court cases will not populate a name in the *Defendant's Name* field.

### Original Code Section

The *Original Code Section* field will populate based on the original code section entered into the Court's Case Management System. This section is not editable by the user.

**Note:** The *Original Code Section* field will not populate for Circuit Court civil cases; however, this field is required for voucher submission.

### Allowances Code Section

The user selects the allowances code prior to beginning the voucher. If needed, the user may edit this field after beginning their voucher. The user must save their voucher before selecting the Edit, otherwise, they will lose all voucher information.

Allowances Code 5

19.2-163 [Edit](#) 

### Revocation

The user must complete this field if the case is a probation violation. If the user selects *Yes*, the original code section will change to 19.2-306.

### Trial/Service Date

The *Trial/Service Date* field will populate with the last hearing date entered into the Court's Case Management System. The user can edit this field; however, it is required for voucher submission.

**Note:** The trial/service date cannot be in the future.

## Case Type

The *Case Type* field will populate based on the Court's Case Management System. This field is not editable.

## Locality

The *Locality* field will populate based on the Court's Case Management System. This field is not editable.

**Note:** In order to submit a voucher using EVPS, the case must be a Commonwealth of Virginia case. Locality cases cannot be submitted electronically.

## For District Court Felony, Was Case Certified?

The user will need to indicate if the case was certified to Circuit Court. This field is only required for District Court felony cases.

## Offense Type

The *Offense Type* field will populate the offense type based on the Court's Case Management System, only if the case is criminal in nature; however, this field will not populate if the case is an unclassified felony. The user will be required to select the appropriate unclassified felony option.

## Attorney Type

The attorney type is required for voucher submission. The user must select either Court Appointed Counsel or Guardian ad litem.

## Type of Representation

Depending on counsel representation, the user will need to select, *Juvenile, Mother, Father, or Other*.

**Note:** The user will not be allowed to select both an offense type and type of representation.

## Appeal from Juvenile Court

This field will be populated if the case was appealed from Juvenile and Domestic Relations Court. This field is only for Circuit Court juvenile appealed cases.

## Disposition

This field will populate based on the Court's Case Management System. If the user selects an offense type, a disposition will be required.

## Disposition Notes

The *Disposition Notes* field is optional. The information entered will be seen by the Court and the OES Accounts Payable Department.

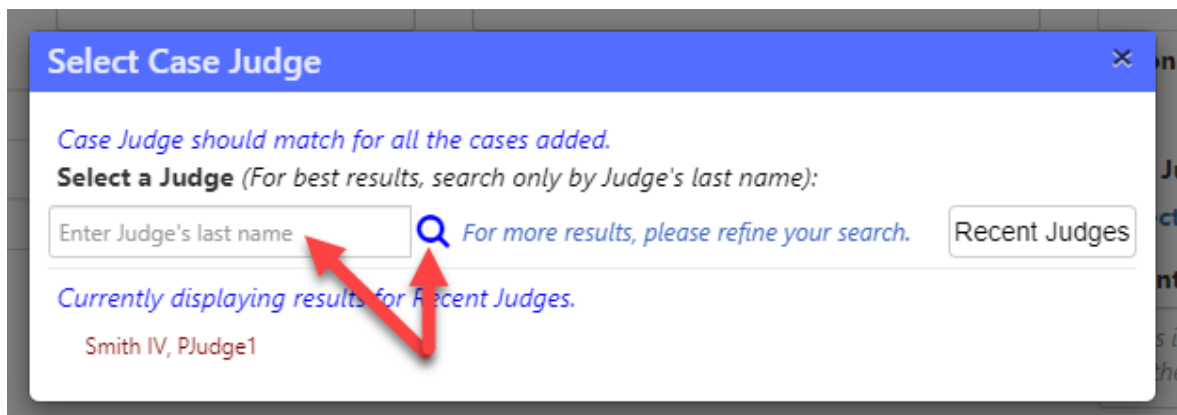
## Case Judge

The *Case Judge* field is required.

The user will need to select, *Select a Judge*.



Then the user will search and select the appropriate case judge.



**Note:** When searching for the case judge, search by judges' last name only. This will yield better results.

## Substitute Counsel

The *Substitute Counsel* field is required. The user should select *No* if they are the first or only attorney appointed to the case. The user should select *Yes*, if they are the second or sequential attorney appointed to the case.



## Sealed Case

The user should select YES if the case is sealed. This field is optional.

## Juvenile Tried as an Adult

The user should select YES if the juvenile was tried as an adult. This field is optional.

## Other Remarks

The *Other Remarks* field is optional. This user may provide additional information to the Court or the OES Accounts Payable Department.

**Note:** The user should not enter any confidential information, such as TAX-ID or SSN, in this field.

## Detention Hearing

If the user was only appointed for the detention hearing, they should notate in this field. This information will be recorded and recognized by the OES Accounts Payable Department, so the second attorney does not have their claim rejected.

If notes are entered in the *Detention Hearing* field, a letter of appointment will be required as an attachment.

**Note:** The *Detention Hearing* field is only applicable for District Court cases.

## Time Spent for This Charge

**TIME SPENT FOR THIS CHARGE**

Please select the minute interval range as appropriate (Refer to this [link](#) for tenth of an hour conversion, if the minutes are between 57 and 60, please choose the next hour and make the minutes as 00-02).

**TIME SHEET DETAILS**

|                          |                |                                   |       |                                |         |                                    |        |
|--------------------------|----------------|-----------------------------------|-------|--------------------------------|---------|------------------------------------|--------|
| <b>In Court time</b>     | Hourly Rate \$ | <input type="text" value="0.00"/> | Hours | <input type="text" value="0"/> | Minutes | <input type="text" value="00-02"/> | \$0.00 |
| <b>Out of Court time</b> | Hourly Rate \$ | <input type="text" value="0.00"/> | Hours | <input type="text" value="0"/> | Minutes | <input type="text" value="00-02"/> | \$0.00 |
| <b>Total :</b>           |                |                                   |       |                                |         |                                    | \$0.00 |

The *In Court time* and *Out of Court time* fields are required for voucher submission. The *Hourly Rate* field will populate based on the *Attorney Type* selected (Court Appointed Counsel or Guardian ad litem).

For the *Minutes* field, the user must select the appropriate interval from the drop-down.


As per the CHART OF ALLOWANCES, “Time shall be recorded in increments not greater than .10 (6 minutes),” attorneys will now be required to enter their time in 6 minute increments when submitting electronic vouchers.

After the voucher is submitted, EVPS will convert the interval selected to the appropriate 6 minute increment (0, 6, 12, 18, 24, 30, 36, 42, 48, 56), and display it in the *In Court time* and *Out of Court time* minute field.


**Note:** Refer to this [link](#) for the tenth of an hour conversion chart. If the minutes are between 57 and 60, please choose the next hour and make the minutes as “00-02.”


















## Time Sheet Details

The user also has the option to enter their time in the *Time Sheet Details* section.


**TIME SPENT FOR THIS CHARGE** 


Please select the minute interval as appropriate (Refer to this [link](#) for tenth of an hour conversion, if the minutes are between 57 and 60, please choose the next hour and make the minutes as 00-02).

**TIME SHEET DETAILS** 

| Date          | Description | In Court  | Out Court   | Hourly Rate \$ | Compensation \$ |
|--|-------------|---|---|----------------|-----------------|
|  MM/DD/YYYY   |             | HH : MM    | HH : MM    | 0.00           | 0.00            |
|  MM/DD/YYYY   |             | HH : MM    | HH : MM    | 0.00           | 0.00            |
|  MM/DD/YYYY   |             | HH : MM    | HH : MM    | 0.00           | 0.00            |
|  MM/DD/YYYY |             | HH : MM  | HH : MM  | 0.00           | 0.00            |
|  MM/DD/YYYY |             | HH : MM  | HH : MM  | 0.00           | 0.00            |
|             |             |   |   |                |                 |

The user may sort the timesheet table by dates in ascending, chronological order.

**TIME SHEET DETAILS** 


| Date        |  |
|--|--|
|  MM/DD/YYYY |  |
|  MM/DD/YYYY |  |
|  MM/DD/YYYY |  |

When the user selects the *Save as Draft* button, EVPS will automatically sort the date in ascending, chronological order.

Once the voucher has been submitted to the Court, the user will have the option to print their detailed time sheet.

**TIME SPENT FOR THIS CHARGE** ▼ ?

Please select the minute interval range as appropriate (Refer to this [link](#) for tenth of an hour conversion, if the minutes are between 57 and 60, please choose the next hour and make the minutes as 00-02).

**TIME SHEET DETAILS** ▼  

| Date ▼     | Description                                     | In Court | Out Court | Hourly Rate \$ | Compensation \$ |
|------------|---|----------|-----------|----------------|-----------------|
| 02/10/2021 | Receive, review indictments, confer with client | 00 : 00  | 00 : 48   | 90.00          | 72.00           |
| 03/10/2021 | Jail visit with client                          | 00 : 00  | 01 : 06   | 90.00          | 99.00           |
| 05/06/2021 | Court - Sentencing                              | 01 : 06  | 00 : 00   | 90.00          | 99.00           |

In Court time 1 Hours 6 Minutes \$99.00  
Out of Court time 1 Hours 54 Minutes \$171.00  
**Total : \$270.00**

## Attachments


Attachments may be required based on the requirements outlined in the CHART OF ALLOWANCES. The user may also attach their detailed timesheet in this section.

The user will need to select, *Click to Browse*, and select their document they want to attach.

**ATTACHMENTS** ▼ ?

*Allowed file types: pdf, jpeg, png, gif.*

*Please use expenses section if you want to attach any receipts.*

Click to browse 

Once the user has selected their document, a category from the drop-down list must be selected. The *Description* field is optional.

**Upload Attachments**

Note: Please use expenses section if you want to attach any receipts.

| File Name             | Category   | Description |
|-----------------------|--|-------------|
| Hancock Timesheet.pdf | Form CC-1390<br>Form DC-604<br>Form DC-334<br>Final Order<br>Appointment Order<br>Court Order<br>Letter of Explanation<br>Appellate Court Order<br>Indigent Prisoner List<br>Time Sheet<br>Court Reporter Worksheet<br>Other |             |

MM/DD/YYYY

Offense Type

Disposition

Substitute Counsel \*

Sealed Case

Juvenile Tried as an Adult

Type of Representation

Case Judge \*

Select a Judge

After a category is selected, select the *Upload* button.

**Upload Attachments**

Note: Please use expenses section if you want to attach any receipts.

| File Name             | Category   | Description |
|-----------------------|------------|-------------|
| Hancock Timesheet.pdf | Time Sheet |             |

Upload

Attachment requirements:

- Maximum of 10 attachments can be submitted per case number.
- Only claim related attachments should be uploaded in this section.
- The maximum size per file is 25 MB.
- The system allows PDF, JPEG, PNG, and GIF file attachments only.


**Note:** Receipts are to be attached in the *Expenses for this Charge* section NOT in the *Attachments* section.

## Expenses for this Charge


The *Expenses for this Charge* section has two categories, *Miles Traveled* and *Other Expenses*.

EXPENSES FOR THIS CHARGE ▾

MILES TRAVELED ?

| Date   | Description | Number Of Miles | Amount \$     |
|--|-------------|-----------------|---------------|
|  MM/DD/YYYY |             |                 | 0.00          |
|  |             | <b>Total</b>    | <b>0</b>      |
|  |             |                 | <b>\$0.00</b> |

OTHER EXPENSES ?

| Date   | Description | Category  | Amount \$     |
|--|-------------|---|---------------|
|  MM/DD/YYYY |             | Other ▾  | 0.00          |
|  |             | <b>Total</b>  | <b>\$0.00</b> |

Travel Expenses : \$0.00

Other Expenses : \$0.00

Total : \$0.00



### Miles Traveled

The user will need to enter a date, description, and number of miles. Mileage does not require a receipt. The amount will automatically be calculated based on the current mileage rate.

The user may select the red, trash can icon to delete a row or select the blue, plus icon to add a row.

EXPENSES FOR THIS CHARGE ▾

MILES TRAVELED ?

| Date   | Description | Number Of Miles | Amount \$ |
|--|-------------|-----------------|-----------|
|  MM/DD/YYYY |             |                 |           |
|             |             |                 |           |

### Other Expenses

The user will need to enter a date, description, select a category from the drop-down list, and enter an amount.

**EXPENSES FOR THIS CHARGE** ▾

**MILES TRAVELED** ⓘ

| Date       | Description             | Number Of Miles | Amount \$      |
|------------|-------------------------|-----------------|----------------|
| 09/01/2021 | Description is required | 50              | 28.00          |
|            |                         | <b>Total</b>    | <b>50</b>      |
|            |                         |                 | <b>\$28.00</b> |

**OTHER EXPENSES** ⓘ

| Date       | Description             | Category                  | Amount \$     |
|------------|-------------------------|---------------------------|---------------|
| 09/01/2021 | Description is required | Other                     | 0.00          |
|            |                         | <b>Total</b>              | <b>\$0.00</b> |
|            |                         | Travel Expenses : \$28.00 |               |
|            |                         | Other Expenses : \$0.00   |               |
|            |                         | <b>Total : \$28.00</b>    |               |

Category dropdown menu options: Other, Air/Cab Fare, Fax, Food, **Copies**, Courier, Lodging, Postage, Subpoena Services, Toll Fees.

If the individual expense is more than \$20, a receipt will be required. The receipt will need to be attached using the paperclip icon.

**EXPENSES FOR THIS CHARGE** ▾

**MILES TRAVELED** ⓘ

| Date       | Description             | Number Of Miles | Amount \$      |
|------------|-------------------------|-----------------|----------------|
| 09/01/2021 | Description is required | 50              | 28.00          |
|            |                         | <b>Total</b>    | <b>50</b>      |
|            |                         |                 | <b>\$28.00</b> |

**OTHER EXPENSES** ⓘ

| Date       | Description             | Category                  | Amount \$      |
|------------|-------------------------|---------------------------|----------------|
| 09/01/2021 | Description is required | Postage                   | 20.50          |
|            |                         | <b>Total</b>              | <b>\$20.50</b> |
|            |                         | Travel Expenses : \$28.00 |                |
|            |                         | Other Expenses : \$20.50  |                |
|            |                         | <b>Total : \$48.50</b>    |                |

Category dropdown menu options: Other, Air/Cab Fare, Fax, Food, Copies, Courier, Lodging, **Postage**, Subpoena Services, Toll Fees.

## Waiver

The user may use this section to request a waiver of statutory limitations on payment of fees, including a supplemental waiver amount up to a certain specified amount and an additional waiver amount to be awarded by the court in which the case is concluded.

There is a *Reference to Waiver* link, when selected, a blank DC-40A form will appear. This DC-40A form is for reference and viewing purposes only.

WAIVER
Reference to Waiver

Date of Appointment  
MM/DD/YYYY
Date Case Concluded  
MM/DD/YYYY

PLEASE EXPLAIN IN DETAIL THE BASIS FOR YOUR REQUEST FOR WAIVER OF THE FEE CAP  
My representation of this client on this charge required additional time and effort:  
My representation of this client on this charge presented novel and difficult issues:  
My representation of this client on this charge involved the following circumstances which warrant a waiver:

PLEASE CHECK ALL THAT APPLY  
☐ On the basis of the factors above, I request that the Court waive the otherwise applicable statutory fee cap and approve supplemental statutory waiver compensation in the amount of \$ 0.00  
☐ On the basis of the factors above, I request that the presiding judge and the chief judge approve an additional waiver in the amount of \$ 0.00

If the user has previously submitted for the statutory limit, and is only requesting the waiver, the user needs to check the *Apply only Waiver Amount* checkbox in the *Summary for this Charge* section. For more details, see *Apply Timesheet Amount* and *Apply only Waiver Amount* sections within this guide.

**Note:** Waivers are only applicable for chart of allowance code §16.1-267 and §19.2-163.

## Summary for this Charge

This section provides the Fee amount claimed, Total expenses, Waiver amount requested, and the Total amount claimed.

SUMMARY FOR THIS CHARGE

|  |      |  |
|--|------|--|
| Fee amount claimed \$  | 0.00 | <input checked="" type="checkbox"/> Apply Timesheet Amount |
| The fee amount claimed will be updated to the statutory limit when the "Send Voucher to Court" button has been selected. |      |  |
| Total expenses \$  | 0.00 |  |
| Waiver amount requested \$   | 0.00 | <input type="checkbox"/> Apply only Waiver Amount          |
| Total amount claimed \$  | 0.00 |  |

☐ I was appointed and served as co-counsel in the above cases.  
☐ I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

Delete Voucher
Save As Draft
Send Voucher To Court

Based on the voucher submission, please check the appropriate box or boxes. For example, if the user served as co- counsel, please select the box, "I was appointed and served as co-counsel in the above case."

### Apply Timesheet Amount

The *Apply Timesheet Amount* checkbox will be checked by default. The user may uncheck this checkbox and manually enter the requested amount; however, the amount can not be more than the amount entered in the *Time Spent for this Charge* section.

### Apply only Waiver Amount

If the user has previously submitted for the statutory fee, and only wants to apply for the waiver amount, the user needs to select the *Apply only Waiver Amount* checkbox.

**SUMMARY FOR THIS CHARGE**

|                            |        |  |
|----------------------------|--------|--|
| Fee amount claimed \$      | 0.00   | <input type="checkbox"/> Apply Timesheet Amount              |
| Total expenses \$          | 0.00   |  |
| Waiver amount requested \$ | 355.00 | <input checked="" type="checkbox"/> Apply only Waiver Amount |
| Total amount claimed \$    | 355.00 |  |

☐ I was appointed and served as co-counsel in the above cases.  
☒ I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

When the user selects the *Apply only Waiver Amount* checkbox, the *Fee amount claimed* field will become zero, and a fee amount will not be permitted.

**Note:** Waivers are only applicable for chart of allowance code §16.1-267 and §19.2-163.

### Delete Voucher

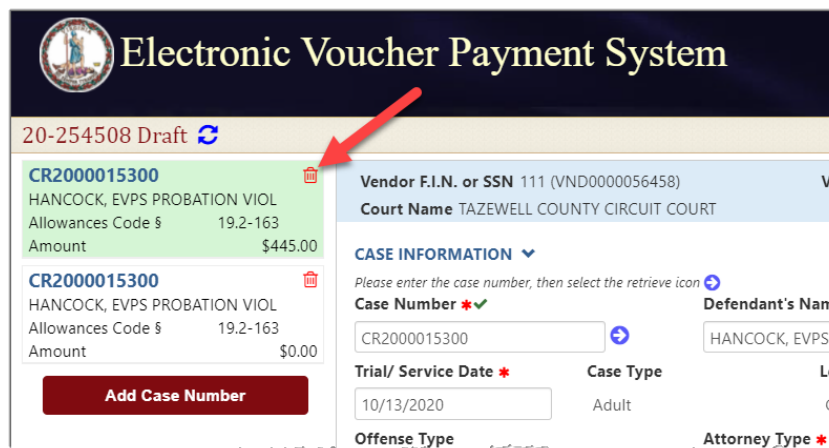
The user may delete their voucher by selecting the *Delete Voucher* button.

The user has the option to delete their voucher from the dashboard; however, the voucher must have a *Draft* or *Rejected by Court* status.



| Voucher Number                          | Submitted Date            | Last Updated Date         | Requested Amount | Approved Amount | Status   |
|---|---------------------------|---------------------------|------------------|-----------------|--|
| 023G - BOTETOURT COUNTY COMBINED >      |                           |                           |                  |                 |  |
| 161J - WHOVILLE J & DR DISTRICT COURT v |                           |                           |                  |                 |  |
| 21-255147                               |                           | May 7, 2021, 12:38:45 AM  | \$1,500.00       |                 | Draft                       |
| TEST JJ2514630000                       |                           |                           |                  |                 |  |
| 20-253596                               | Jan 3, 2020, 6:10:14 PM   | May 13, 2020, 2:05:04 PM  | \$120.00         | \$120.00        | Sent to OES                 |
| HANCOCK JJ2514630000                    |                           |                           |                  |                 |  |
| 20-254744                               | Dec 14, 2020, 2:59:50 PM  | Jan 6, 2021, 9:05:01 AM   | \$120.00         | \$120.00        | Sent to OES                 |
| HANCOCK JJ2563120100                    |                           |                           |                  |                 |  |
| 20-254732                               | Dec 28, 2020, 11:45:28 AM | Dec 28, 2020, 12:05:08 PM | \$1,220.00       | \$1,120.00      | Sent to OES                 |
| HANCOCK JJ2514630000                    |                           |                           |                  |                 |  |
| 20-253991                               | Feb 5, 2021, 2:22:12 PM   | Mar 19, 2021, 1:32:42 PM  | \$725.00         |                 | Rejected by Court           |
| HANCOCK, KATI JJ2514630000              |                           |                           |                  |                 |  |
| 20-253662                               | Apr 13, 2021, 9:51:04 PM  | Apr 13, 2021, 10:22:31 PM | \$230.00         |                 | Waiting for Court Approval  |
| TEST JJ1911210100                       |                           |                           |                  |                 |  |

**Note:** To delete a case number, not the voucher, the user may select the red, trash can icon.



### Save As Draft

The user may select the *Save as Draft* button if they want to save and continue later, or if they want to add more case numbers to the voucher.

### Send Voucher to Court

Once the user has completed their voucher and they are ready to submit, select the *Send Voucher to Court* button.

EVPS will automatically update the fees based on the statutory limit.

**Electronic Voucher Payment System**

Welcome [User Name]

20-254508 Draft

Reference to DC-40 Start New Voucher Status Expenses \$890.00

**CR2000015300**  
HANCOCK, EVPS PROBATION VIOL  
Allowances Code § 19.2-163  
Amount \$445.00

**CR2000015300**  
HANCOCK, EVPS PROBATION VIOL  
Allowances Code § 19.2-163  
Amount \$445.00  
[Revocation Claim](#)

**Add Case Number**

**Vendor F.I.N. or SSN** 111 (VND0000056458) **Vendor Reference** **Pay to the order of** Kati Hancock, Address, Richmond, Va 23219 **VS Member Number** 23003

**Court Name** TAZEWEEL COUNTY CIRCUIT COURT

- System updated the fee amount on the highlighted cases to meet with the statutory limitations. Please verify or proceed further with your submission.
- Fee amount has been updated from \$450.00 to \$445.00 to meet the statutory limitation for the provided information.

**CASE INFORMATION**

Please enter the case number, then select the retrieve icon

**Case Number** CR2000015300 **Defendant's Name** HANCOCK, EVPS PROBATION VIOL **Original Code §** 19.2-306 **Allowances Code §** 19.2-163 **Revocation** Yes

**Trial/ Service Date** 10/13/2020 **Case Type** Adult **Locality** COMMONWEALTH OF VA **For District Court Felony, Was Case Certified?**

The user will then need to select the *Send Voucher to Court* button again in order to successfully submit to the Court. If the voucher has been successfully sent to the Court, the user will receive a “Voucher sent to Court successfully” message.

**Electronic Voucher Payment System**

20-254508 Sent to Court

**CR2000015300**  
HANCOCK, EVPS PROBATION VIOL  
Allowances Code § 19.2-163  
Amount \$445.00

**CR2000015300**  
HANCOCK, EVPS PROBATION VIOL  
Allowances Code § 19.2-163  
Amount \$445.00  
[Revocation Claim](#)

**Vendor F.I.N. or SSN** 111 (VND0000056458) **Vendor Reference** **Pay to the order of** Kati Hancock, Address, Richmond, Va 23219 **VS Member Number** 23003

**Court Name** TAZEWEEL COUNTY CIRCUIT COURT

- Voucher sent to Court successfully.

**CASE INFORMATION**

Please enter the case number, then select the retrieve icon

**Case Number** CR2000015300 **Defendant's Name** HANCOCK, EVPS PR

**Note:** The user will receive an email if the Court rejects their voucher. A rejection reason will be given to the user.

## Add a Case Number

**Electronic Voucher Payment System**

Welcome HANCOCK, KATI MICHELLE; 1360

21-255478 Draft

Reference to DC-40 Start New Voucher Status Expenses \$0.00

**Allowances Code §** 19.2-163 **Amount** \$0.00

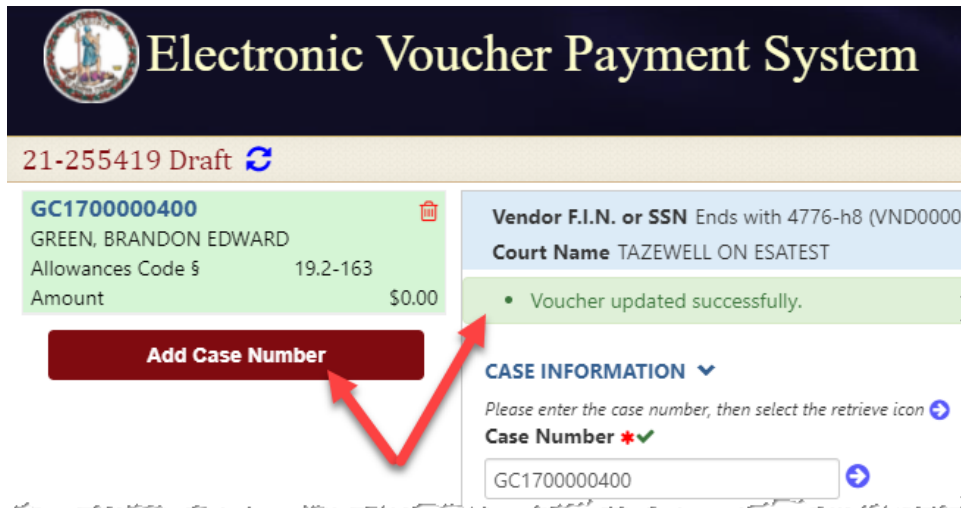
**Vendor F.I.N. or SSN** Ends with 4776-h8 (VND0000079021) **Vendor Reference** **Pay to the order of** Kati Hancock LLC, 1245 Help Lane, Richmond, Va 23219 **VS Member Number** 23003

**Court Name** TAZEWEEL COUNTY CIRCUIT COURT

**Add Case Number**

**CASE INFORMATION**

The user may enter up to 10 cases per voucher. In order to add a case number, the user needs to save their voucher by selecting the *Save as Draft* button. A message will then appear, “Voucher updated successfully.” Once the message appears, the user may then select the *Add Case Number* button.



**Electronic Voucher Payment System**

21-255419 Draft

**GC1700000400**  
 GREEN, BRANDON EDWARD  
 Allowances Code § 19.2-163  
 Amount \$0.00

**Vendor F.I.N. or SSN** Ends with 4776-h8 (VND00000)  
**Court Name** TAZEWELL ON ESATEST

Voucher updated successfully.

**Add Case Number**

**CASE INFORMATION** ▾  
 Please enter the case number, then select the retrieve icon

**Case Number** \*✓  
 GC1700000400

**Note:** After selecting the *Add Case Number* button, the user will be routed to the CHART OF ALLOWANCES. The user will need to select the appropriate chart of allowances code section for the new case being added.

## Status

The user is able to view an up-to-date timeline for the stage of each voucher in the *Status* section.



**Electronic Voucher Payment System**

Welcome

20-254508 Sent to Court

Reference to DC-40 Start New Voucher Status Expenses \$890.00

**CR2000015300**  
 HANCOCK, EVPS PROBATION VIOL  
 Allowances Code § 19.2-163  
 Amount \$445.00

**Vendor F.I.N. or SSN** 111 (VND0000056458)  
**Vendor Reference**  
**VSB Member Number** 23003

**Court Name** TAZEWELL COUNTY CIRCUIT COURT  
**Pay to the order of** Kati Hancock, Address, Richmond, Va 23219

Voucher sent to Court successfully.

At a glance the user can track where the voucher is during the approval and payment process.

|  |   |                                |
|--|---|--------------------------------|
| <b>Vendor F.I.N. or SSN</b> 111 (VND0000056458)  | <b>Vendor Reference</b>   | <b>VSB Member Number</b> 23003 |
| <b>Court Name</b> WHOVILLE J & DR DISTRICT COURT | <b>Pay to the order of</b> Kati M. Hancock, 251 Help Lane, Richmond, Va 23219 |                                |

**STATUS**

May 13, 2020, 1:37:14 PM  
Feb 25, 2020, 4:28:23 PM  
Feb 25, 2020, 4:28:23 PM  
Jan 3, 2020, 6:10:14 PM  
Jan 3, 2020, 5:55:13 PM

Voucher has been sent to OES.  
By Clerk:Claims Clerk1  
Voucher is waiting for Clerk approval.  
By Judge:PJudge1 Smith  
Voucher has been approved by the Presiding Judge.  
By Judge:PJudge1 Smith  
Voucher has been sent to Court.  
By HANCOCK, KATI MICHELLE; 1360  
Voucher Drafted.  
By HANCOCK, KATI MICHELLE; 1360

**TRACKING**


**Vendor Signature:** /S/ HANCOCK, KATI MICHELLE; 1360 (Jan 3, 2020, 6:10:14 PM)

**Presiding Judge Signature:** /S/ SMITH, PJUDGE1 (Feb 25, 2020, 4:28:23 PM)









**Clerk Signature:** /S/ CLAIMS CLERK1 (May 13, 2020, 1:37:14 PM)

The user may click on the dotted line to extend the timeline.

## Recall Voucher

A recall icon () will be displayed if the voucher can be recalled. The voucher can only be recalled if the voucher status is *Sent to Court* or *Resubmitted to Court*.

The recall icon can be found on the dashboard to the left of the print icon.

| Electronic Voucher Payment System                                |                           |                           |                  |                 |  |
|--|---------------------------|---------------------------|------------------|-----------------|--|
| Find by voucher # <input type="text"/>                           |                           |                           |                  |                 |  |
| Voucher Number   | Submitted Date            | Last Updated Date         | Requested Amount | Approved Amount | Status   |
| 161J - WHOVILLE J & DR DISTRICT COURT >                          |                           |                           |                  |                 |  |
| 177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT v   |                           |                           |                  |                 |  |
| <a href="#">21-254973</a>  |                           | Aug 31, 2021, 5:21:29 PM  | \$120.00         |                 | Draft                       |
| <a href="#">21-254898</a>  | Feb 11, 2021, 5:24:04 PM  | Apr 1, 2021, 10:18:26 AM  | \$120.00         |                 | Resubmitted to Court        |
| ■ TEST RESUBMISSION JJ0327250400<br><a href="#">21-255031</a>    | Apr 6, 2021, 1:31:13 PM   | Aug 24, 2021, 3:44:15 PM  | \$375.00         |                 | Waiting for Court Approval  |
| ■ DELINQ/CRIMINAL CASE JJ6665550600<br><a href="#">20-254710</a> | Apr 22, 2021, 12:25:38 AM | Apr 22, 2021, 12:25:38 AM | \$120.00         |                 | Sent to Court               |
| ■ TEST JA0802530600<br><a href="#">20-254637</a>                 | Apr 28, 2021, 2:14:58 PM  | Aug 2, 2021, 3:42:08 PM   | \$120.00         |                 | Sent to Court               |
| ■ HANCOCK, TEST JA1965600100<br><a href="#">21-255124</a>        | Apr 29, 2021, 10:47:21 PM | Apr 29, 2021, 10:51:55 PM | \$270.00         |                 | Draft                       |
| ■ TEST JJ2315620002<br><a href="#">20-254752</a>                 | Jun 25, 2021, 4:56:17 PM  | Aug 2, 2021, 3:36:14 PM   | \$3,750.00       |                 | Waiting for Court Approval  |
| ■ TEST JA2562320102<br><a href="#">21-255484</a>                 | Sep 3, 2021, 10:36:33 PM  | Sep 3, 2021, 10:36:33 PM  | \$445.00         |                 | Sent to Court               |
| ■ TEST JA1231230001  |                           |                           |                  |                 |  |
| 185C - TAZEWELL COUNTY CIRCUIT COURT >                           |                           |                           |                  |                 |  |
| 185G - TAZEWELL ON ESATEST >                                     |                           |                           |                  |                 |  |

The recall icon can also be found on the voucher, itself.

**Electronic Voucher Payment System**

21-255484 Sent to Court

JA1231230001  
test  
Allowances Code \$ 19.2-163  
Amount \$445.00

Vendor F.I.N. or SSN Ends with 4776-h8 (VND0000079021) Vendor Reference VSB Member Number 23003  
Court Name MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT Pay to the order of Kati Hancock LLC, 1245 Help Lane, Richmond, Va 23219

**CASE INFORMATION**

Please enter the case number, then select the retrieve icon

Case Number \* JA1231230001 Defendant's Name test Original Code \$ \* 1-200 Allowances Code \$ 19.2-163 Revocation

## Print Voucher

The user may print their voucher using the print icon. The voucher may only be printed once it has been sent to the Court.

The print icon can be found on the dashboard.

**Electronic Voucher Payment System**

Find by voucher #

| Voucher Number   | Submitted Date            | Last Updated Date         | Requested Amount | Approved Amount | Status                     |
|--|---------------------------|---------------------------|------------------|-----------------|----------------------------|
| 161J - WHOVILLE J & DR DISTRICT COURT                        |                           |                           |                  |                 |                            |
| 177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT |                           |                           |                  |                 |                            |
| 21-254973  |                           | Aug 31, 2021, 5:21:29 PM  | \$120.00         |                 | Draft                      |
| 21-254898  | Feb 11, 2021, 5:24:04 PM  | Apr 1, 2021, 10:18:26 AM  | \$120.00         |                 | Resubmitted to Court       |
| TEST RESUBMISSION JJ0327250400                               |                           |                           |                  |                 |                            |
| 21-255031  | Apr 6, 2021, 1:31:13 PM   | Aug 24, 2021, 3:44:15 PM  | \$375.00         |                 | Waiting for Court Approval |
| DELINQ/CRIMINAL CASE JJ6665550600                            |                           |                           |                  |                 |                            |
| 20-254710  | Apr 22, 2021, 12:25:38 AM | Apr 22, 2021, 12:25:38 AM | \$120.00         |                 | Sent to Court              |
| TEST JA0802330600  |                           |                           |                  |                 |                            |
| 20-254637  | Apr 28, 2021, 2:14:58 PM  | Aug 2, 2021, 3:42:08 PM   | \$120.00         |                 | Sent to Court              |
| HANCOCK, TEST JA1965600100                                   |                           |                           |                  |                 |                            |
| 21-255124  | Apr 29, 2021, 10:47:21 PM | Apr 29, 2021, 10:51:55 PM | \$270.00         |                 | Draft                      |
| TEST JJ2315620002  |                           |                           |                  |                 |                            |
| 20-254752  | Jun 25, 2021, 4:56:17 PM  | Aug 2, 2021, 3:36:14 PM   | \$3,750.00       |                 | Waiting for Court Approval |
| TEST JA2562320102  |                           |                           |                  |                 |                            |
| 21-255484  | Sep 3, 2021, 10:36:33 PM  | Sep 3, 2021, 10:36:33 PM  | \$445.00         |                 | Sent to Court              |
| TEST JA1231230001  |                           |                           |                  |                 |                            |
| 185C - TAZEWELL COUNTY CIRCUIT COURT                         |                           |                           |                  |                 |                            |
| 185G - TAZEWELL ON ESATEST                                   |                           |                           |                  |                 |                            |

The print icon can also be found on the voucher, itself.

**Electronic Voucher Payment System**

21-255484 Sent to Court

JA1231230001  
test  
Allowances Code \$ 19.2-163  
Amount \$445.00

Vendor F.I.N. or SSN Ends with 4776-h8 (VND0000079021) Vendor Reference VSB Member Number 23003  
Court Name MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT Pay to the order of Kati Hancock LLC, 1245 Help Lane, Richmond, Va 23219

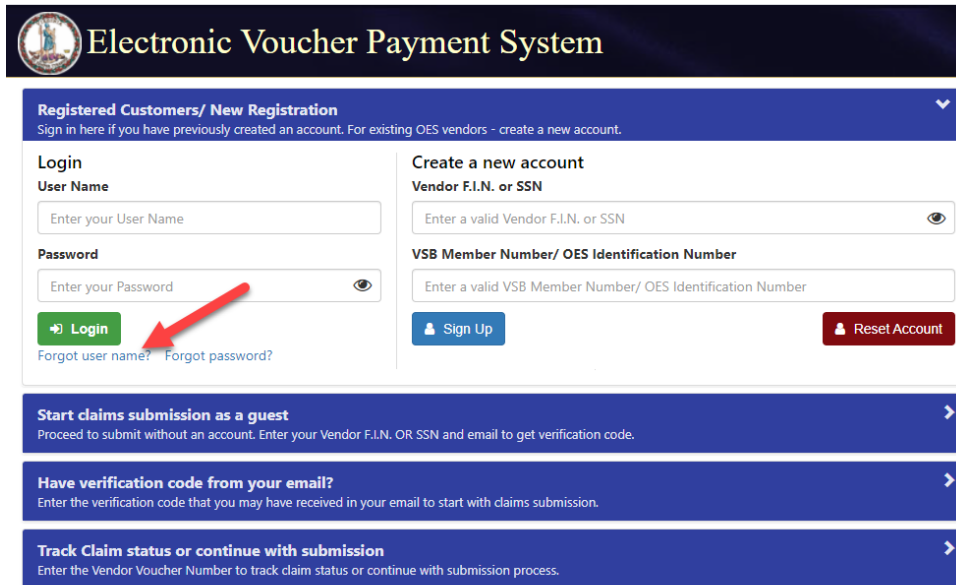
**CASE INFORMATION**

Please enter the case number, then select the retrieve icon

Case Number \* JA1231230001 Defendant's Name test Original Code \$ \* 1-200 Allowances Code \$ 19.2-163 Revocation

## Forgot User Name

If the user does remember their user name, they may select, “Forgot user name?” on the EVPS login page (<https://eapps.courts.state.va.us/dc40/landing>).



**Electronic Voucher Payment System**

**Registered Customers/ New Registration**  
Sign in here if you have previously created an account. For existing OES vendors - create a new account.

**Login**  
User Name  
Enter your User Name  
Password  
Enter your Password  
**Login**  
Forgot user name? Forgot password?

**Create a new account**  
Vendor F.I.N. or SSN  
Enter a valid Vendor F.I.N. or SSN  
VSB Member Number/ OES Identification Number  
Enter a valid VSB Member Number/ OES Identification Number  
**Sign Up** **Reset Account**

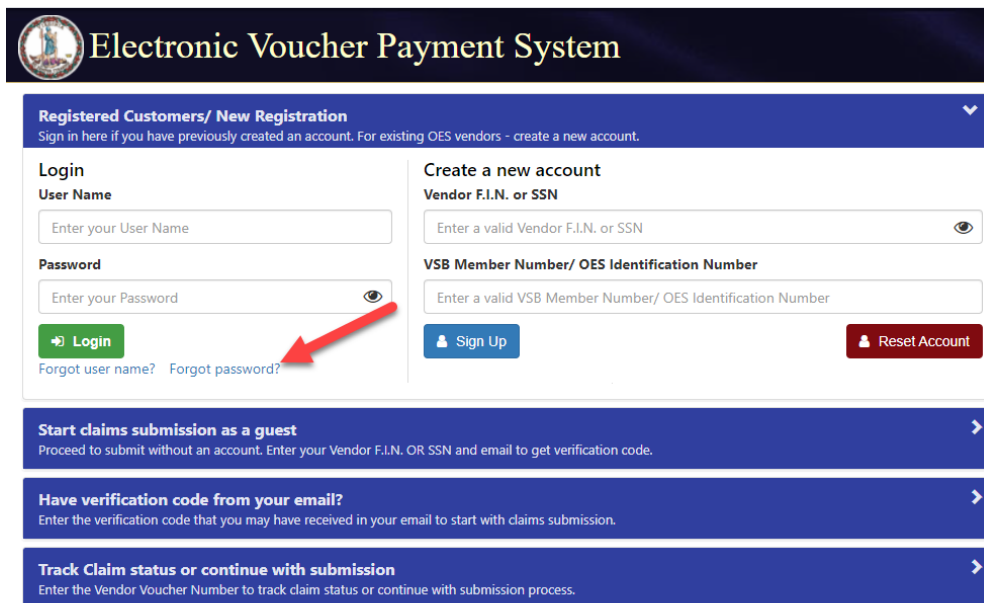
**Start claims submission as a guest**  
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

**Have verification code from your email?**  
Enter the verification code that you may have received in your email to start with claims submission.

**Track Claim status or continue with submission**  
Enter the Vendor Voucher Number to track claim status or continue with submission process.

## Forgot Password

If the user does remember their password, they may select, “Forgot password?” on the EVPS login page (<https://eapps.courts.state.va.us/dc40/landing>).



**Electronic Voucher Payment System**

**Registered Customers/ New Registration**  
Sign in here if you have previously created an account. For existing OES vendors - create a new account.

**Login**  
User Name  
Enter your User Name  
Password  
Enter your Password  
**Login**  
Forgot user name? Forgot password?

**Create a new account**  
Vendor F.I.N. or SSN  
Enter a valid Vendor F.I.N. or SSN  
VSB Member Number/ OES Identification Number  
Enter a valid VSB Member Number/ OES Identification Number  
**Sign Up** **Reset Account**

**Start claims submission as a guest**  
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

**Have verification code from your email?**  
Enter the verification code that you may have received in your email to start with claims submission.

**Track Claim status or continue with submission**  
Enter the Vendor Voucher Number to track claim status or continue with submission process.

## Account Locked/Reset Account

If the user has been locked out of their account, the account will need to be reset. In order to reset the account, the user will need to follow the below steps.

1. The user will enter the Vendor F.I.N. or SSN, VSB Member Number on the EVPS login page (<https://eapps.courts.state.va.us/dc40/landing>), then select the *Reset Account* button.

**Electronic Voucher Payment System**

**Registered Customers/ New Registration**  
Sign in here if you have previously created an account. For existing OES vendors - create a new account.

**Login**  
User Name  
Enter your User Name  
Password  
Enter your Password  
**Login**  
[Forgot user name?](#) [Forgot password?](#)


**Create a new account**  
Vendor F.I.N. or SSN  
Enter a valid Vendor F.I.N. or SSN  
VSB Member Number/ OES Identification Number  
Enter a valid VSB Member Number/ OES Identification Number  
**Sign Up** **Reset Account**

**Start claims submission as a guest**  
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

**Have verification code from your email?**  
Enter the verification code that you may have received in your email to start with claims submission.

**Track Claim status or continue with submission**  
Enter the Vendor Voucher Number to track claim status or continue with submission process.

- The user will then select the *Get Verification Code* button.



**Reset Account**

Vendor F.I.N. or SSN

...

☐ Show Vendor F.I.N or SSN

**VSB Member Number**

23003

**Preferred Mode of communication**

☒ kha\*\*\*\*\*@vac\*\*\*\*\*.go\*

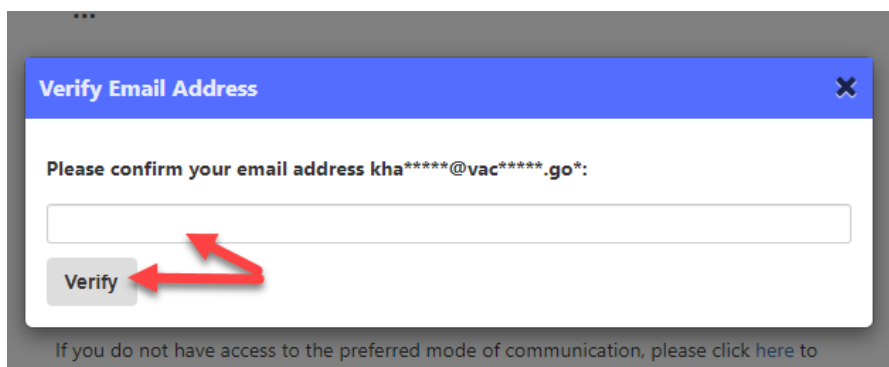
**Get Verification Code**

If you do not have access to the preferred mode of communication, please click [here](#) to send the verification code to Email ID registered in Virginia State Bar if different from Email ID registered in EVPS.

If you do not have access to the registered Email ID in VSB, please update in VSB and restart the reset account process. Click [here](#) to begin the reset account process.

**Note:** If the user does not have access to the mode of communication, they have the option to send the verification code to the email address associated with the Virginia State Bar.

- The user will then need to enter their email address and select the *Verify* button. An email will be sent with a verification code.



**Verify Email Address**

Please confirm your email address kha\*\*\*\*\*@vac\*\*\*\*\*.go\*:

**Verify**

If you do not have access to the preferred mode of communication, please click [here](#) to



The email will be from *noReply-EVPS@vacourts.gov*.

Your EVPS Account Reset Request Form Has Been Received



noReply-EVPS@vacourts.gov  
To: Kati Hancock

Your EVPS Account Reset Request Form has been received.

You may begin your submission by completing the following steps:

1. Go to [EVPS](#) OR,
2. Enter your passcode **915953**, then click Continue.

Be aware that the link and verification code contained in this email expires 10 minutes after its generation.

You will receive an email regarding your account after you have completed the EVPS user verification process.

Regards,  
EVPS

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

\*\*\*\*\* This message is sent from QA Test Server. And is only for testing purpose. Please disregard this message. Destination e-mail addresses have been modified based on the configuration Actual Mail addresses included in the message are: To: khancock@vacourts.gov \*\*\*\*\*

4. The user will enter their verification code and select the *Continue* button.

**Electronic Voucher Payment System**

- If the entered data is right, we have sent you a verification code to kha\*\*\*\*\*@vac\*\*\*\*\*.go\*.

**Reset Account**

**Vendor F.I.N. or SSN**

...

☐ Show Vendor F.I.N or SSN

**VSB Member Number**

23003

**Preferred Mode of communication**

☒ kha\*\*\*\*\*@vac\*\*\*\*\*.go\*

**Get Verification Code**

If you do not have access to the preferred mode of communication, please click [here](#) to send the verification code to Email ID registered in Virginia State Bar if different from Email ID registered in EVPS.

**Verification Code**

**Continue**

If you do not have access to the registered Email ID in VSB, please update in VSB and restart the reset account process. Click [here](#) to begin the reset account process.

5. Lastly, the user will create a new password. The user's user name is displayed.

**Reset Password** [X]

**User Name:** K23003

**New Password :**   
New Password is required

**Confirm Password :**   
Confirm new password is required

**Submit**

---

For your security, all passwords must meet the following requirements:

- They must be at least 8 characters in length; and
- They must not contain the user's account name; and
- They must use at least 3 of the following 4 characteristics:
  - English upper case letters (A-Z)
  - English lower case letters (a-z)
  - Numbers (0-9)
  - special characters (!@#\$\*%&)
- Passwords may not be re-used.

Since the account is being reset, the user will be required to select/answer security questions upon login.

## Frequently Asked Questions (FAQ's)

A [link](#) to the *Frequently Asked Questions* can be found at the bottom of the EVPS screen.

**Electronic Voucher Payment System**

**Registered Customers/ New Registration**  
Sign in here if you have previously created an account. For existing OES vendors - create a new account.

**Login**  
User Name  
Enter your User Name  
Password  
Enter your Password  
[Login](#)  
[Forgot user name?](#) [Forgot password?](#)

**Create a new account**  
Vendor F.I.N. or SSN  
Enter a valid Vendor F.I.N. or SSN  
VSB Member Number/ OES Identification Number  
Enter a valid VSB Member Number/ OES Identification Number  
[Sign Up](#) [Reset Account](#)

**Start claims submission as a guest**  
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

**Have verification code from your email?**  
Enter the verification code that you may have received in your email to start with claims submission.

**Track Claim status or continue with submission**  
Enter the Vendor Voucher Number to track claim status or continue with submission process.

Home | Virginia's Court System | Privacy Policy | Video Tutorials | Procedures and Guidelines Manual | [Frequently Asked Questions](#) | Contact Us  
Copyright © Office of the Executive Secretary, Supreme Court of Virginia, 2021. All Rights Reserved. Build Number: 3.0.0.12

They can also be found under the *Help* Icon.

